

Government of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-01
(General-I Section)

Dated : 02.03.2016

LIMITED TENDER NO. 45-5/2016-G.I

NOTICE INVITING TENDER

Office of Issue : Department of Telecommunications
General-I Section, Mezzanine Floor,
Sanchar Bhawan, 20, Ashoka Road,
New Delhi-110001.

Date of Issue of Bid Document : 02.03.2016

Tender No. : 45-5/2016-G.I

Tender Forms Available With : Section Officer(G-I)
Department of Telecommunications
Sanchar Bhawan, Mezzanine Floor, 20,
Ashoka Road, New Delhi-110001.

Due Date of Receipt : 18.03.2016 Time – 15:00 Hrs.

Date of Opening of Bid : 18.03.2016 Time – 15:30 Hrs.

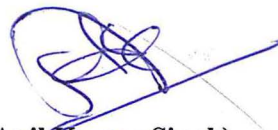
Earnest Money : Rs. 2500/-

Total Estimated Cost (Approx) : Rs. 1,00,000/-

Bids are invited for and on behalf of the President of India from reputed firms in sealed covers for Binding/re-binding of office record in DOT (HQ), New Delhi

2. Non transferable bid documents consisting detailed descriptions/specifications of the items to be provided and other terms & conditions may be had from the Section Officer(G-I), Department of Telecommunications, Sanchar Bhawan (Mezzanine Floor), 20, Ashoka Road, New Delhi-110001 between 10:00 Hrs. and 13:00 Hrs. with effect from 04-03-2016 on all working days. Bid documents may also be downloaded free of cost from the website www.dog.gov.in and <https://eprocure.gov.in/epublish/app>.

3. The bidders will be required to deposit an earnest money of **Rs. 2500/- (Rs. Two Thousand Five Hundred Only)** in the form of Demand Draft on any scheduled bank at Delhi in favour of **Pay and Accounts Officer, Department of Telecommunications (HQ), Sanchar Bhawan, New Delhi-110001**, along with the bid and keep their bids valid upto 120 days from the date of opening of bids.



(Anil Kumar Singh)
Under Secretary(T)

For and on behalf of the President of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi-110001.

(अनिल कुमार सिंह)
(ANIL KUMAR SINGH)
अनिल कुमार सिंह (अनिल कुमार सिंह)
Under Secretary (Telecom)
संचार भवन, भारत सरकार
Dept. of Telecom, Govt. of India
20 Ashoka Road, New Delhi

Govt. Of India
Ministry of Communications & IT
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi.

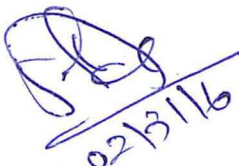
File No. 45-5/2016 G-I

Dated : 02-03-2016

Sealed bids are invited from interested firms for the binding/re-binding of office records/books during the year 2016-17 for the Department of Telecom.

1. The firm whose bid is accepted will be required to organize at least two visits a week under intimation to G-I Section, Department of Telecom, to collect the records/books etc. to be bound and deliver them to the various sections/officers and stationery store of this Department at their own cost within a week or even earlier, if required. The cost of the binding material and related labour and transportation charges shall be borne by the firm
2. The firm shall normally carry out the binding work within the office premises of Sanchar Bhawan where suitable facility shall be made available for the purpose. The firm in exceptional circumstances may be allowed to execute binding at its own location with prior permission of G-I Section. The firm in such cases will be required to submit a list of records and books to be taken out of the building to G-I Section. The firm shall also report back the delivery of such items to the concerned section/officer by taking acknowledgement receipt from them.
3. Your quotations should reach by name to the undersigned in sealed cover marked " TENDER FOR BINDING/RE-BINDING OF OFFICE RECORDS " by 3:00 PM upto 18.03.2016. The tender will be opened at 3:30 PM on the same day. You or your authorized representative may be present at the time of opening of tender, if so desired.
4. The bidders are also advised not to erase or mutilate figures etc. otherwise their bid may be ignored/rejected.
5. The contract for binding/re-binding remain in force initially for a period of one year and may be extended for another period of one year, if the services are found satisfactory.
6. The Department of Telecommunications reserves the right to accept or reject any bid without assigning any reason whatsoever.
7. The payment will be made after obtaining satisfactory work done certificate from the officer/section concerned. The bills along with satisfactory work certificate shall be preferred once in two months by the firm to G-I Section.

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02/3/16

(ANIL KUMAR SINGH)
Under Secretary (Telecom)
Department of Telecom, Sanchar Bhawan
20, Ashoka Road, New Delhi

8. Once accepted the rates will not be altered during the contract period. In case of short supply or non-compliance of any work orders of this Department or in the event of un-satisfactory performance, the contract is liable to be terminated by the department at any time. The Department also reserves the right in such situations of unsatisfactory performance to award the contract to another firm at the risk and expense of the defaulting firm. The firm will also be liable to pay damages @ 5% of the value of the contract for any cumulative damages caused during the process of the work.

9. **An amount of Rs. 5000/- (Rs. Five Thousand Only) will be deposited by the successful firm** with the Cashier, Department of Telecom, Sanchar Bhawan, New Delhi, as a security. This will be refunded within 60 days of the successful completion of the contract period without any interest.

10. **The work will be awarded to only such firms who have successfully undertaken similar work at least in three Ministries/Departments/PSUs.**

11. The tenderers are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through a certificate from a Government Department mentioning name, designation and telephone No. of the office of the Department.

12. The contract with the firm shall be interpreted under Indian laws and in case of any dispute between the contract holder and the Department the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Secretary to the Govt. of India, Ministry of Communications and IT, Department of Telecommunications.

13. The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bid document. For the purpose of ascertaining the lowest bidder the total cost of all the items mentioned in column 5 of the Annexure will be taken into consideration.

14. Further details of each item can be obtained from Sh. Gautam Kumar, Section Officer(G-I), Department of Telecom, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001. (Tel. No. 2303 6533 & 23738148) between 3:00 PM and 4:00 PM on any working day before quoting the rates.

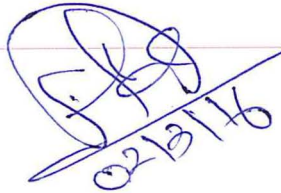


(A.K. Singh)
Under Secretary(T)

(अनिल कुमार सिंह)
(ANIL KUMAR SINGH)
अवर सचिव (संचार)
Under Secretary (Telecom)
संचार विभाग, संचार भवन
Dept. of Telecom, Govt. of India
नई दिल्ली/New Delhi

PRO-FORMA OF FINCNICAL BID OF BINDING / RE-BINDING OF OFFICE RECORDS

Sl. No.	Particulars	Tentative unit required (per annum)	Cost per unit (without Tax)	Total Cost (3+4)
1	2	3	4	5
1.	Service Book Half Cloth Binding	200		
2	PBR Half Cloth Binding	300		
3	Voucher Half Cloth Binding	500		
4	File Stitching Ordinary Binding	1200		
5	Register Half Cloth Binding	200		
6	Bill Book Half Cloth Binding	250		
		Total		


02/12/16

(अनिल कुमार सिंह)
(ANIL KUMAR SINGH)
अध्याय सचिव (दूरसंचार)
Under Secretary (Telecom)
दूरसंचार विभाग, भारत सरकार
Dept. of Telecom, Govt. of India
नई दिल्ली/Now Delhi